

CITY OF NEW YORK

CITYWIDE VACANCY NOTICE

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| Civil Service Title: | <u>Community Coordinator</u> | Salary: | <u>\$54,100* - (Non-City minimum)</u> <u>\$62,215** - (City minimum)</u> |
| Title Code: | <u>56058</u> | Number of Positions: | <u>1</u> |
| Office Title: | <u>Borough Coordinator</u> | Work Location: | <u>2 Lafayette Street, NYC</u> |
| Division/Work Unit: | <u>Office of Elder Justice / Elderly Crime Victim Resource Center</u> | | |

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.

This is a grant funded position. Should the grant expire, or funding discontinue, this position may result in termination of employment.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

Join an incredible team and do work that makes a difference in the lives of vulnerable New Yorkers.

Within DFTA, the Crime Victims Resource Center helps older victims of crimes and abuse.

Under supervision, with latitude for independent work with wide latitude for independent action, the Crime Victim Advocate will provide direct services to victims of elder abuse and crime to promote safety and wellbeing.

The Responsibilities include but are not limited to the following:

- Conduct intakes, screenings, needs, and risk assessments to assess client needs.
- Support clients and referral and collateral sources in a courteous, positive, proactive manner that shows a commitment to work with the public to meet their needs.
- Assess immediate safety and urgency and bring all urgent and/or emergency situations to the immediate attention of the Director.
- Provide resources, including knowledge of public agencies, benefits, and entitlements and insure appropriate linkages and connections are made to facilitate and improve delivery of direct service to clients.
- Receive all telephonic and in person inquiries and screen all phone calls or visitors for appropriate action.
- Supervise case aids, volunteers and or college aid.
- Maintain funds for petty cash and keeps an accounting and record of these funds.
- Handle a variety of reports, documents.
- Pull 365/CTL service requests daily. Input client data information and unit's "into the STARS" data system.
- Pulls down NYPD generated crime victim list weekly and enters this information into "STARS" data system.
- Works closely with NYPD in addressing victim referrals.
- Confidentiality of clients is always mandate.
- Full-time on site position (no virtual work at home).

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above;
2. High School graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties described above; or
3. Education and /or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

Preferred Skills:

- Baccalaureate degree from an accredited college /BSW with experience working with diverse population.
- Bi-lingual preferred.
- Team player with strong written and verbal communication skills.
- Ability to use Microsoft software.
- Commitment to addressing the needs and rights of older adults.
- Experience working in the field of elder abuse/crime victim services preferred.
- Baccalaureate degree from an accredited college /BSW with experience working with diverse population.
- Bi-lingual preferred.
- Team player with strong written and verbal communication skills.
- Ability to use Microsoft software.
- Commitment to addressing the needs and rights of older adults.
- Experience working in the field of elder abuse/crime victim services preferred.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID # 543624

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 543624

Please do not email, mail or fax your resume to DFTA directly.

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| Posting Date: August 19, 2022 | Post Until: Filled | JVN No. 125-23-13 CW |
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